

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

DEPT OF VETERANS AFFAIRS
PO BOX 942895 ROOM 403
SACRAMENTO, CA 94295-0001



Employee Name	<u>BRAUTIGAN, ROGER</u>
Expense Dates	<u>02/26/10-03/20/10</u>
Total Expense Amount	<u>1766.90</u>
Amount Due Employee	<u>939.69</u>
Form ID	<u>TEA000606013</u>

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	02/26	Parking, Auto	17.50	
2)	03/08	Lodging	93.31	
3)	03/09	Lodging	93.31	
4)	03/10	Gasoline	39.87	
5)	03/16	Lodging	148.50	
6)	03/17	Lodging	148.50	
7)	03/17	Parking, Auto	12.25	
8)	03/18	Gasoline	11.95	
9)	03/18	Parking, Auto	26.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

TRIP EXCEPTION(S)			
	Item	Exception	Response
1)	4:1	Travel was less than 50 miles from home/HQ. Has prior written approval been granted?	Yes

I have reviewed the following documents.

**Travel & Expense Account
Transmittal Sheet**

Approved
by:

ROCKY J CHAVEZ

Travel & Expense Account Summary

Employee Name ROGER BRAUTIGAN
Expense Dates 02/26/10-03/20/10
Report Name March Travel

Request Total \$ 1766.90
Direct Charge Total - 827.21
Travel Advances - 0.00
Net Due Employee = **939.69**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	VetFund	44.50
Regular Travel	Burbank	851.78
Regular Travel	Tribal	762.12
Regular Travel	Gold Star	108.50

NOTE: (d)=Direct Charge

DATE	Fri Feb 26									TOTAL
Mileage, Personal Auto	87.00									87.00
Bridge Tolls	4.00									4.00
Parking, Auto	17.50									17.50
TOTALS \$	108.50									108.50

Travel & Expense Account Summary

DATE	Mon Mar 8	Tue Mar 9	Wed Mar 10							TOTAL
Mileage Personal Auto	6.00		6.00							12.00
Lodging	93.31	93.31								186.62
Parking, Auto	9.00	9.00	9.00							27.00
Lunch	10.00	10.00	10.00							30.00
Dinner	18.00									18.00
Breakfast		6.00	6.00							12.00
Incidentals		6.00	6.00							12.00
Gasoline			39.87							39.87
Auto Rental (d)			107.23							107.23
Commercial Air Fare (d)			317.40							317.40
TOTALS \$	136.31	124.31	501.50							762.12

DATE	Tue Mar 16	Wed Mar 17	Thu Mar 18							TOTAL
Mileage Personal Auto	6.00		6.00							12.00
Lodging	148.50	148.50								297.00
Lunch	10.00	10.00	10.00							30.00
Dinner	18.00	18.00								36.00
Parking, Auto		12.25	26.00							38.25
Breakfast		6.00	6.00							12.00
Incidentals		6.00	6.00							12.00
Auto Rental (d)			93.18							93.18
Gasoline			11.95							11.95
Commercial Air Fare (d)			309.40							309.40
TOTALS \$	182.50	200.75	468.53							851.78

Travel & Expense Account Summary

DATE	Sat Mar 20									TOTAL
Mileage, Personal Auto	44.50									44.50
TOTALS \$	44.50									44.50

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Gold Star	02/26/10	Mileage, Personal Auto	87.00	Cash
Regular Travel	Gold Star	02/26/10	Bridge Tolls	4.00	Cash
Regular Travel	Gold Star	02/26/10	Parking, Auto	17.50	Cash
Regular Travel	Tribal	03/08/10	Mileage, Personal Auto	6.00	Cash
Regular Travel	Tribal	03/08/10	Lodging	93.31	Cash
Regular Travel	Tribal	03/08/10	Parking, Auto	9.00	Cash
Regular Travel	Tribal	03/08/10	Lunch	10.00	Cash
Regular Travel	Tribal	03/08/10	Dinner	18.00	Cash
Regular Travel	Tribal	03/09/10	Lodging	93.31	Cash
Regular Travel	Tribal	03/09/10	Parking, Auto	9.00	Cash
Regular Travel	Tribal	03/09/10	Breakfast	6.00	Cash
Regular Travel	Tribal	03/09/10	Incidentals	6.00	Cash
Regular Travel	Tribal	03/09/10	Lunch	10.00	Cash
Regular Travel	Tribal	03/10/10	Mileage, Personal Auto	6.00	Cash
Regular Travel	Tribal	03/10/10	Gasoline	39.87	Cash
Regular Travel	Tribal	03/10/10	Parking, Auto	9.00	Cash
Regular Travel	Tribal	03/10/10	Auto Rental	107.23	Direct Charge
Regular Travel	Tribal	03/10/10	Commercial Air Fare	317.40	Direct Charge
Regular Travel	Tribal	03/10/10	Lunch	10.00	Cash
Regular Travel	Tribal	03/10/10	Breakfast	6.00	Cash
Regular Travel	Tribal	03/10/10	Incidentals	6.00	Cash
Regular Travel	Burbank	03/16/10	Mileage, Personal Auto	6.00	Cash
Regular Travel	Burbank	03/16/10	Lodging	148.50	Cash
Regular Travel	Burbank	03/16/10	Lunch	10.00	Cash
Regular Travel	Burbank	03/16/10	Dinner	18.00	Cash
Regular Travel	Burbank	03/17/10	Lodging	148.50	Cash
Regular Travel	Burbank	03/17/10	Parking, Auto	12.25	Cash
Regular Travel	Burbank	03/17/10	Breakfast	6.00	Cash
Regular Travel	Burbank	03/17/10	Lunch	10.00	Cash
Regular Travel	Burbank	03/17/10	Dinner	18.00	Cash
Regular Travel	Burbank	03/17/10	Incidentals	6.00	Cash
Regular Travel	Burbank	03/18/10	Mileage, Personal Auto	6.00	Cash
Regular Travel	Burbank	03/18/10	Auto Rental	93.18	Direct Charge
Regular Travel	Burbank	03/18/10	Gasoline	11.95	Cash
Regular Travel	Burbank	03/18/10	Parking, Auto	26.00	Cash
Regular Travel	Burbank	03/18/10	Commercial Air Fare	309.40	Direct Charge
Regular Travel	Burbank	03/18/10	Breakfast	6.00	Cash
Regular Travel	Burbank	03/18/10	Lunch	10.00	Cash
Regular Travel	Burbank	03/18/10	Incidentals	6.00	Cash
Regular Travel	VetFund	03/20/10	Mileage, Personal Auto	44.50	Cash